



## City of Long Beach Employment Opportunity

### **PERSONNEL ASSISTANT**

Job Number: D93AN-18

**SALARY:** \$1,604.96 - \$2,360.16 Biweekly

**OPENING DATE:** 12/11/17

**CLOSING DATE:** 12/26/17 04:30 PM

### **DESCRIPTION:**



**Accepting online applications only. Apply online 24 hours a day, beginning December 11, 2017 through December 26, 2017.**

**EXAMPLES OF DUTIES:** Under general supervision, performs a variety of increasingly responsible paraprofessional and technically complex duties in various human resources functional areas; provides technical assistance to City departments; interprets City-wide policies, procedures, rules and regulations relating to a variety of human resources activities; assists managers and staff in the collection, analysis and evaluation of data related to human resources programs and functions; may assist employees and/or beneficiaries with inquiries regarding employee benefit program; deferred compensation plan, disability and death benefits, and other retirement or benefit related provisions; researches, resolves, and processes benefit claims; may review, verify, edit and input personnel/benefit transactions; may perform lead supervision and training of subordinate personnel; may handle or assist with a variety of human resources issues and complaints; may assist with staff support to commissions or committees; may develop and maintain internet/intranet web pages/sites; may organize, conduct, and participate in personnel-related training; may perform and lead subordinate personnel in budget and other related financial functions, and performs other related duties as required.

### **REQUIREMENTS TO FILE:**

Candidates must meet the following requirements.

- Associates degree or education equivalent to two years of full-time college from an accredited college or university **(proof required)\***

**AND**

- Two years of full-time paid experience performing human resource administrative support such as employee benefits administration, assisting employees with compensation, benefit or retirement related information, performing personnel or benefit related transactions, using computers to obtain human resource data and/or assisting with training or selection processes.
- Bachelor's degree (proof required)\* may substitute for **one year** of full-time paid human resources related experience.

**\*Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristic on the form. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.**

#### **ADDITIONAL REQUIREMENTS:**

##### **Ability to:**

- Provide excellent customer service and assist others to resolve problems or concerns.
- Defuse and resolve working situations that may be confrontational or involve sensitive personnel matters
- Gather and organize data;
- Explain ordinances, policies and procedures, salary resolutions, payroll/personnel procedures, rules and regulations, employment benefit provisions to employees and/or beneficiaries and ADA/Equal Employment law;
- Effectively operate personal computers including the use of Human Resource Information System (HRIS), spreadsheets, database and word processing software;
- Exercise initiative to complete assigned tasks;
- Effectively communicate both orally and in writing;

##### **Willingness to:**

- Work occasional nights, holidays, weekends, and overtime as required;
- Proof of a valid driver license is required at time of selection interview.

#### **SELECTION PROCEDURE: EXAMINATION WEIGHTS:**

Application Packet.....	Qualifying
Appraisal Interview (Montage).....	100%

A minimum rating of 70 must be attained on the Appraisal Interview in order to pass. Certification by score bands will be considered based on an analysis of test results.

**The Appraisal Montage Interview is tentatively schedule for the week of January 8, 2017 and January 15, 2017. If you have not received notification by January 5, 2017, contact the Civil Service Department at (562) 570-6202.**

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer or Tagalog) are desirable for some positions interacting with the public.

D93AN-18 SG

PA

12/20/17

This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.



This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/longbeach>

Position #D93AN-18  
PERSONNEL ASSISTANT  
SG

Civil Service Department  
333 W. Ocean Blvd., 7th Floor  
Long Beach, CA 90802  
(562) 570-6202

[civilservice@longbeach.gov](mailto:civilservice@longbeach.gov)

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### PERSONNEL ASSISTANT Supplemental Questionnaire

- \* 1. **I. INSTRUCTIONS:** The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position. This form will serve as the basis for qualifying candidates on the eligible list. Be specific and detailed in your responses. Do not leave any questions unanswered. If you have no experience, please so indicate. Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental applications. Do you understand the information stated above?
- ☐ Yes   ☐ No
- \* 2. **II. REQUIREMENTS TO FILE:** Do you possess an Associate's degree or education equivalent to two years of college from an accredited college or university (proof required)\* **\*Proof of college degree(s) must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**
- ☐ Yes, I possess an Associate's Degree from an accredited college or university.  
☐ Yes, I possess the education equivalent to two years of college from an accredited college or university.  
☐ I do not meet any of the requirements listed above.
- \* 3. Do you have two or more years of paid full time equivalent professional experience performing human resource-related functions such as employee benefits, human resources automated systems, and ADA/Equal Employment. **\*Proof of college degree(s) must be uploaded to the application at the time of filing. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.**
- ☐ Yes, I possess two or more years of the professional experience noted above.  
☐ No, I do not possess two or more years of the professional experience noted above; however, I possess a Bachelor's Degree (proof required)\* AND one year of the

professional experience noted above.

☐ I do not meet any of the requirements listed above.

- \* 4. Are you able to gather and organize data?  
☐ Yes  
☐ No
- \* 5. Are you able to interpret and apply laws, ordinances, policies and procedures, salary resolutions, payroll/personnel procedures, rules and regulations, employment benefit provisions and ADA/Equal Employment law?  
☐ Yes  
☐ No
- \* 6. Are you able to effectively operate personal computers including the use of Human Resources Information System (HRIS), spreadsheets, database and word processing software?  
☐ Yes  
☐ No
- \* 7. Are you able to exercise initiative to complete assigned tasks?  
☐ Yes  
☐ No
- \* 8. Are you able to plan and organize daily operational activities of a functional work unit?  
☐ Yes  
☐ No
- \* 9. Are you able to effectively communicate both orally and in writing?  
☐ Yes  
☐ No
- \* 10. Are you willing to work occasional nights, holidays, weekends, and overtime as required?  
☐ Yes  
☐ No
- \* 11. **III. WORK EXPERIENCE:**

This position requires recent professional personnel or administrative experience with general knowledge of the following: recruitment, test development and validation, classification, salary administration, Americans with Disabilities Act (ADA), equal employment opportunity, employee training and development, labor relations, and general personnel administration.

Indicate the numbers of years of experience that you have in the area(s) identified above.

- ☐ I have no experience in the area(s) noted above.
- ☐ Six months to 11 months
- ☐ 1-2 years
- ☐ 3-4 years
- ☐ 5-7 years
- ☐ 8-9 years
- ☐ 10 years or more

- \* 12. **IV. SPECIFIC WORK EXPERIENCE:** Questions #13 through #15 are designed to provide you the opportunity to describe, in detail, your professional work experience in specific areas. If the question does not pertain to your experience, write "Not Applicable" and move on to the next question.

For each question, include a brief synopsis of your specific job duties and/or projects, as well as the following information: Job Title/ Name of Employer/ Length of Employment

Do you understand the information stated above?

- ☐ Yes ☐ No

- \* 13. Describe your experience assisting employees with inquiries regarding employee benefits programs, disability benefits, and/or retirement benefits. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment If the question does not pertain to your experience, write "N/A" and move on to the next question.
- \* 14. Please describe your experience in researching, collecting data, interpreting and applying human resource policies and/or regulations in a public sector setting. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment If the question does not pertain to your experience, write "N/A" and move on to the next question.
- \* 15. Please describe your experience working with personal computers, spreadsheets, database and word processing software. Include a brief synopsis of your duties and/or projects. You must include Position Title / Name of Employer / Dates of Employment If the question does not pertain to your experience, write "N/A" and move on to the next question.

- \* 16. **V. GENERAL QUESTIONS:** Be advised that a copy of your college/university degree must be uploaded to your application at the time of filing in order for your education to be considered.

Do you understand the information stated above?

☐ Yes ☐ No

- \* 17. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency at the time of filing.

For information on evaluation services: [Education Evaluation Services](#)

Do you understand the information stated above?

☐ Yes ☐ No

- \* 18. Are you claiming Veteran's Preference? Note: If you answer "YES", a copy of your DD-214 Member 4 Form (or other appropriate documentation) must be attached with your application at time of filing.

☐ Yes ☐ No

- \* 19. I certify that I have personally completed the information provided and that it is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment. Do you understand the information stated above?

☐ Yes ☐ No

- \* Required Question